How a service can register they are willing to pay for their roster provider renewal fee(s) and make a payment:

*** PLEASE NOTE: In order for a given provider to be able to select a service they believe will pay for their renewal, the service MUST perform the first 3 steps shown here. If this step isn't performed prior to a provider renewing, they won't be able to designate a service as payee. ***

1. After Service logs in, they should select "Renewals" tab

2. Select box labeled "Check and press the Save button for the ability to pay for provider certification renewal." If you do not wish to make provider renewal payments, leave this blank and you are done. Otherwise, select "Save" and continue to #3.

3. System Registry will return this confirmation message. Select "OK". <u>EMS providers can now log in to System Registry and indicate your service is willing to make a renewal payment on their behalf.</u>
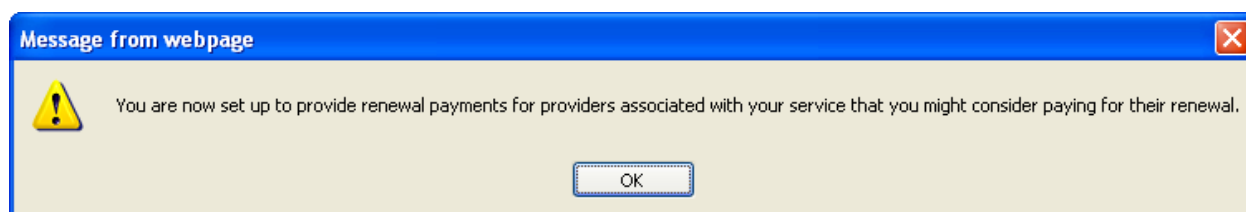
4. If no providers have thus far signaled through their own System Registry provider log-in they expect the service to pay for their renewal, the box labeled "Providers that have renewed but have not paid" will be empty. If it is not empty, as shown in #5, you will be able to select some or all providers for whom you wish to pay the renewal.

5. Any providers who have indicated they wish for your service to pay for their renewal will show up in the box labeled "Providers that have renewed but have not paid." You can select those providers you wish to pay for by checking the corresponding box, and then select "Make Payment." For those providers you do not wish to make a payment, skip to "Addendum" at bottom of this document.

6. You will then get a transaction screen indicating you're about to go to the U.S. Bank payment site. Select "Proceed to US Bank" button.

7. In "Make a Payment" screen you'll be prompted for name, address, etc ., as well as credit card information as shown in #8. Please note, the actual (production) screen you will see is different than shown, here. These screens are generic screens used for testing purposes.

8. This screen image is continuation of payment screen started in #7. Once all fields have been entered and properly audited for errors, you can select "Continue" button.

9. You will be shown a "Review Payment" screen. You should review all fields to verify all is accurate and error free.

10. This is a continuation of "Review Payment" screen noted in #9. Once review is done, select "Confirm" button.

11. You will get a confirmation screen containing a confirmation number. You may wish to print or document the number should any problems arise with the payment. Select "Continue" button to return to System Registry

12. After you've left the US Bank site, you will be returned to this System Registry "Thank you for your payment" screen. Your payment steps are now complete. If additional providers select you as the payee, you will need to repeat all the previous steps except #2.

   From this screen if you select the "Roster" tab, those providers for whom you paid the renewal fee should have an updated certification expiration date.

ADDENDUM

If you wish to not pay for one or more providers, click on their corresponding box and select "Reject Payment." These providers will then be emailed a notification indicating the service has chosen not to pay for their renewal. Please note, providers are responsible for payment and it will be necessary for them to make a manual payment to the bureau to get their certification date advanced.

Text of provider email notifying them of renewal fee payment denial.